

DeForest Windsor Fire & EMS District Board Meeting

October 7, 2020 5:00 PM

DeForest Windsor Fire and EMS Department 110 S. Stevenson St.

Please join my meeting from your computer, tablet or smartphone.

<https://bluejeans.com/3522770498?src=calendarLink>

Phone dial in 1.408.419.1715

Access code: 352 277 0498

PLEASE TAKE NOTICE that there will be a meeting of the DeForest Windsor Fire & EMS District Board commencing at the time and place noted above. The following is the agenda for this meeting, which sets forth the subject matters to be discussed and considered. If the agenda so indicates, the aforesaid governmental body may convene in closed session for the purpose(s) indicated. Upon conclusion of the closed session, if any, the governmental body will reconvene into open session to take action, if any, on matters discussed in closed session and for the purpose of concluding the agenda.

Minutes

- 1) **Call Meeting to Order and Roll Call**- The meeting was called to order by President Blau at 5pm. All members of the board were present.

Present were: Judd Blau- Village of DeForest, Bob Wipperfurth- Village of Windsor, Don Madelung- Village of Windsor, Colleen Little- Village of DeForest, Chief LaFeber, Fill in Office Manager Molini.

- 2) **Recitation of the Pledge of Allegiance**- Led by Little
- 3) **Appearances Before the Board**- representative of a patient that was brought into the hospital by ambulance was present to appeal their medical bill.
- 4) **Approve Minutes:**
 - a) **September 2, 2020**- Motion to approve by Wipperfurth, second by Madelung. Motion carried 4-0.
- 5) **Finance:**
 - a) **Review and Approve Invoices Paid 9/1/2020-9/30/2020**- Motion to approve by Little, second by Madelung. Motion carried 4-0.
 - b) **Review and Approve Fund/Account Balances**- Motion to approve by Wipperfurth, second by Little. Motion carried 4-0.
 - c) **Sinking Fund/Equipment Purchasing**- None from this month.
- 6) **Chief LaFeber's Monthly Report/Action Items:**
 - a) **Call Update**- We had 120 calls for service compared to 108 in September last year. We are forecasting to have 1,625 calls for the year of 2020, which is a little over 125 calls

more than 2019. EMS response times have been 2 minutes and 14 seconds, while fire response times have been 4 minutes and 34 seconds. Overall, on average EMS is getting to the patient in 8 minutes and 22 seconds. There are few members who live in town, and recruitment is being worked on to improve that. Six new paramedics are testing out in the beginning of November to be able to run alone as a medic. Three of these are paid on call staff.

- b) **2020 Budget Update-** EMS supplies have been the main expense increase this year. Call volume has been up too, which helps balance that out.
- c) **State of Emergency Update-** With Covid-19 beginning to ramp up, we are continuing to follow PPE guidelines for every call. Chief LaFeber has been looking into sleeping quarters for members, all appearing to be large costs. Adjustments are being made each night to make sure there is only one member per room for sleeping. Back stock for PPE is looking good.

7) **Old Business:**

- a) **2021 Budget-** The biggest increase is payroll. Paid on call pay is changing from hourly to per shift, with an increase for each member. The continued growth with full time staff and the second station will keep that payroll number increasing. The budget is solidified, other than the insurance numbers that are not in yet from the insurance company. The fire board agreed to approve the budget draft and bring in the contracted services to the next meeting to discuss it. Motion to approve the budget draft by Little, second by Wipperfurth. Motion carried 4-0.
- b) **Strategic Plan-** Chief LaFeber initially created a plan and ended up getting rid of it and starting over. He is now working on the new one.
- c) **Second Station-** Chief LaFeber presented pictures of the different locations and options. There is one site that is already a preexisting building and another that is land (Blanchard's Crossing) and would have to be built. He compared the pros and cons of the locations. He also showed the map and the proximity of these locations to highways and common response locations, specifically the assisted living facilities. There was discussion about having the board go look at the sites, either for an organized visit or a drive by. President Blau asked about the cost difference between the options, and Chief LaFeber will get that answer. Chief LaFeber suggested the need for an appraiser to go look at the land for Blanchard's Crossing in order to get an estimate. President Blau brought up asking the owners of the land what they want for it, before spending money on getting an appraisal. Conclusion was made that the board members will do drive by visits and Chief LaFeber will get estimates of the two sites' costs. Once those items have been complete, then there will be a visit and appraisal organized.
- d) **Interim of EMS-** Chief LaFeber has two internal fulltime employees who he is looking at as options for filling this position. They would stay a part of the union until fully hired into this spot. A paramedic will be filled internally as well, shifting the fulltime members. A firefighter/aemt position would just be left open for now. Chief LaFeber hopes this

interim would potentially fill the EMS role long term. The person who does not get chosen for this interim spot would take on additional roles with training. The board was in favor of promoting within. Approval of this plan was motioned by Madelung, second by Wipperfurth. Motion carried 4-0.

e) **Audit-** Motion to approve the 2019 audit by Little, second by Wipperfurth. Motion carried 4-0.

f) **ISO Ratings-** An explanation was given on what this means and entails, suggested by Wipperfurth. Chief LaFeber explained that the lower rating, the better. We were in the top 32% of departments out of 39,850 departments being ranked. Some areas in need of improvement include staffing levels, training levels, and deployment analysis. He mentioned the training standards are based on all fulltime staff. It affects us because we have paid on call staff too. Madelung asked what these ratings provide for the department. Chief LaFeber explained that these ratings can be used by businesses and residents in order to market these villages and towns, and ultimately bring people into the community. They are also used to decrease the costs of insurances. As the department and communities grow, the rating should go down.

8) New Business:

a) **Sinking Fund Transfer-** \$188,000 is being transferred from the checking account into the sinking fund. \$57,700 to be transferred from the checking account into the sinking fund as well. Motion to approve by Wipperfurth, second by Madelung. Motion carried 4-0.

b) **Refund Checks-** Chief LaFeber requested permission to make a refund check out to the Village of Windsor for \$34,677.45 because they overpaid. Motion to approve by Blau, second by Little. Motion carried 4-0.

c) **Billing Increase for 2021-** Chief LaFeber is recommending no billing increase, being that we are on the higher end already and looking to maintain. President Blau asked Chief LaFeber to find out a breakdown of where we are at in comparison to others. Motion to leave the rates the same by Little, second by Madelung. Motion carried 4-0.

d) **Capital Expense Spending-** Radios and LifePacks are coming to their end of life. Radios cost about \$4,200 per radio, with 40 radios on the department currently. Chief LaFeber is looking to transition some of the radios out. LifePacks are holding up and have potentially another year or two left in them. Chief LaFeber brought up the idea of replacing 20 of the radios with new ones for now. President Blau recommended that Chief LaFeber bring back some specifics on the radios for the next meeting. Wipperfurth asked if this was something a grant could be written for, and Chief LaFeber will be doing some research on that as well for the next meeting. There is idea of purchasing some equipment for the new fire truck, coming to a total of \$12,000. This would be spent from the money received for selling the squad. Chief LaFeber will put together a proposal for the board.

e) **Selling of the Department Trailer-** The public education trailer was purchased a while, and it is unknown who owns it between the board and department. Chief LaFeber is asking for permission to sell it being that it is unused and taking up space. Motion to approve of selling the trailer by Wipperfurth, second by Madelung. Motion carried 4-0.

9) Future Agenda Items- Radios, townships

10) Schedule for Upcoming Meeting(s)- November 4, 2020 @3:30pm, December 2, 2020 @5:00pm

11) Adjournment- Motion to adjourn by Little, second by Madelung. Motion carried 4-0 and the meeting adjourned at 6:40pm

Respectfully Submitted,
Michele Molini